

# 2018 AmeriCorps State Formula Funding Opportunity: AmeriCorps Budget Development

April 11, 2018

# Technical Assistance Webinar Series

- Funding Overview
  - Wednesday, March 14, 10-11am
- Selection Criteria
  - Wednesday, March 21, 10-11am
- Program Management and Design
  - Monday, March 26, 1-2pm
- Performance Measures
  - Wednesday, April 4, 10-11am
- **Budget Development**
  - Wednesday, April 11, 10-11am

# Session Agenda

- AmeriCorps Budget Requirements
- Developing AmeriCorps Budget by Category
- Q & A

# Award Period

- Program determines start date
  - No later than mid-October
  - Not before grant is awarded
- Budget must cover one program year
- Programs evaluated annually for continuation

# Cost Sharing or Matching

- Required for cost reimbursement grants
- 24% for first-time successful applicants

AmeriCorps Funding Year	1, 2, 3	4	5	6	7	8	9	10+
Match Requirements	24%	26%	30%	34%	38%	42%	46%	50%

# Cost Per Member Service Year (MSY)

- Member Service Year (MSY)
  - Full Time Equivalent member position
- Cost per MSY
  - Total CNCS share divided by total MSY

Grant Program	Maximum
Cost reimbursement	\$14,932
Full-Time Fixed Amount	\$13,430
Professional Corps	\$1,000
Education Award Program	\$800

# Other Grant Parameters

- Minimum Program Size: 20 MSY
- Maximum Grant Amount: \$850,000
- Minimum 2 members per service site

# DUNS and SAM

- Applicants must:
  - Obtain a Dun and Bradstreet University Number System (DUNS) Number
  - Provide Employer Identification Number
  - Maintain active registration with the System for Award Management (SAM)
- Address as soon as possible to avoid delays



# Preparing Your Budget

- Follow all budget instructions
- Budget must align with program in application
- All costs must be defined for a purpose
  - Do not include miscellaneous, contingency, or other undefined budget amounts
- Itemize each cost with clear calculations
- Do not include unallowable expenses
- Do not include fractional amounts

## I. A. Personnel Expenses

- List each staff directly involved in the grant
- Must include at least one full-time staff allocated 100%
- All staff on the budget (CNCS or Grantee Share) must have background checks included

## I. B. Personnel Fringe Benefits

- Can include FICA, Worker's Compensation, retirement, SUTA, Health & Life Insurance, IRA, 401K, etc.
- Must itemize if amount is over 30% of personnel expenses
- Do not include holidays or vacations as part of fringe benefits
- Must be associated with staff in Section I. A.

## I. C.1. Staff Travel

- Use CalHR per diem rates
- Meals only for overnight trips or working lunches for a conference or training
- Mileage must be included in calculations
- Budget two staff for CV training

## I. C.2. Member Travel

- Include calculation for cost of airfare, transportation, lodging, per diem, and other related expenses for travel outside service location
- Bus passes, mileage reimbursements for use of car, etc. should be included here

## I. D. Equipment

- Tangible, non-expendable personal property having useful life of more than one year with an acquisition cost of \$5,000 or more per unit
- Items not meeting the requirement should be in Supplies

## I. E. Supplies

- Include member service gear – only safety gear and gear with AmeriCorps logo can be charged to CNCS share
  - Clearly indicate that gear will have the AmeriCorps logo
- Individually list any single item costing \$1,000 or more

## I. F. Contractual & Consultant Services

- Do not include training or evaluation consultants – those costs will be included in Sections G. and H.
- Include daily rate for consultant services
  - No limit; must be reasonable



# I. G. Staff & Member Training

- Include any training/conference registration
- Include any training to support members in carrying out their service activities
- Can include Life After AmeriCorps training
- Include daily rate for any consultants
  - No limit; must be reasonable

## I. H. Evaluation

- Include staff time or subcontracts, consultants, and other costs for program evaluation not budgeted in Personnel
- Does not include regular data collection for performance measurement
- Include daily rate for any consultants
  - No limit; must be reasonable

# I. I. Other Program Operating Costs

- National Service Criminal History Checks – FBI, DOJ, National Sex Offender Public Website checks must be budgeted for all members and staff included in the budget (CNCS & Grantee)
- Office space rental
- Utilities specifically used by AmeriCorps members
- Recognition costs for members (no gifts or food)

## II. A. Living Allowance

Slot Type	Minimum Living Allowance	Maximum Living Allowance
Full Time (1,700 hour)	\$13,732	\$27,464
Half Time (900 hour)	n/a	\$14,539
Reduced Half Time (675 hour)	n/a	\$10,905
Quarter Time (450 hour)	n/a	\$7,270
Minimum Time (300 hour)	n/a	\$4,847

## II. Member Support Costs

- A. FICA at 7.65% of total living allowance
- B. Worker's Compensation – required for all members
- C. Health Care – required for full-time, optional for other slot types
  - CNCS will not pay for dependent coverage
- D. Other Member Costs

## III. Administrative/Indirect Costs

- General organization expenses that do not include particular project costs
- CNCS Share capped at 5%
- Determined through one of two methods
  - CNCS Fixed Percentage
  - Federally Approved Indirect Cost Rate

## III. A. CNCS Fixed Percentage Method

- CNCS share fixed at 5% of total CNCS funds
- Grantee share may not exceed 10% of all direct cost expenditures
- CV retains 2% of CNCS share of Sections I & II

## III. B. Federally Approved Indirect Cost Rate Method

- Use approved plan to calculate admin costs
- Maximum 5% for CNCS share
- CV retains 2% of CNCS share of Sections I & II
- Must provide approved rate agreement at time of application
- Complete backup documentation required



# Application Deadlines

- Notice of Intent not required
- Complete Application due May 2
  - Paper application including one original (items 1-17) & 5 copies (1-9)
  - Electronic submission of AmeriCorps Program Title Page & Partnership Forms
    - <https://govapps.gov.ca.gov/cvrfa/>

# Questions?

# Thank you!

Send questions to [funding@cv.ca.gov](mailto:funding@cv.ca.gov)

Or request one-on-one technical assistance